

Appendix A (Risk Management)

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EXPOSURE CONTROL PLAN

Camp Volunteer Staff

While the potential for exposure to blood-borne pathogens is minimal for general counseling staff, it does exist. The camp health care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding.

In keeping with accepted practices, the Camp Health Care Administrator educates Camp staff during orientation about appropriate response practices:

1. Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the office and health center.
2. Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits. Staff members who want to carry a pair on their person may obtain them from the health center.
3. Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
4. Staff are instructed to initiate the camp emergency response system immediately.
5. Staff participate in a discussion of "emergency" to establish defining attributes of their response.
6. Staff are educated to approach care of minor injuries from a coaching perspective and specifically directed to refer injured people to the Camp healthcare team if self-care is inappropriate or impossible.

EVACUATION PLAN

Elements of the Plan

- Notification of Evacuation
- Camp Emergency Response Team
- Call for Evacuation
- Accounting for Population
- Practice Assemblies
- Method of Evacuation
- Order of Evacuation
- Path of Evacuation
- Communication
- Out Trips

Camp Emergency Response Team (CERT)

When the camp is notified that there is a need to evacuate, the Executive Director or designate will notify the CERT. This team will be made up of the following individuals with the following responsibilities:

- Facility manager: accounting for all facility service personnel, coordination of evacuation procedures, communication with the Sheriff and Lincoln National Forest
- Camp Deans: rosters of all participants, visitors, and staff
- Health care manager: mobile first aid, participant medications, staff and participant medical treatment authorizations
- Asst. Deans or user group leader: accounting for all participants

If one member of the team is unavailable at the time of evacuation, the responsibility will fall on the next individual of responsibility, according to the operational organization chart. Each year members of the CERT will be trained and/or review the Evacuation Plan and their respective roles.

Call for Evacuation

After the CERT has been notified of the need to evacuate, the facility manager or his/her designate will sound the emergency assembly alarm. (Continuous Ringing of the Dining Hall Bell) If found unusable due to the crisis, each member of the CERT will cover the facility to notify the camp population of the need to assemble.

Areas to cover if Bell is disabled:

- Camp director and Camp Dean: meeting with participants at assembly area
- Facility manager: facility staff, food service staff
- Health care manager: health center
- Asst. Dean or user group leader: living areas, program areas

Accounting for Population

At the time an emergency assembly is called, all camp participants will gather at the designated location. The location most appropriate is in the open play field in the center of campus, clear from trees and power lines.

The facility manager will check with the CERT to determine if all participants and staff are accounted for. In the case that a participant or staff member is missing, the camp director will organize a search using the Missing Person Procedure.

Once the population is accounted for or at the appropriate time, the facility manager or his/her designate will instruct the population on the situation and how to proceed with the evacuation.

Practice Assemblies?????

Within the first 48 hours of a population using the facility, an emergency assembly drill will be conducted. The CERT will practice their roles as if it was an actual emergency. The participants using the facility will be informed of the procedures to follow in the case of an actual emergency.

Method of Evacuation

In cooperation with the State Department of Forestry and the County Sheriffs, the facility manager will determine the best location for the population to go. The CERT will execute the best and safest method of evacuation.

Use of Vehicles in Camp:

In accordance to camp policy, all vehicles in camp will be ready to use in the case of evacuation. This means that all owners of vehicles will have pre-authorized the use of their vehicles for evacuation of participants in the case of an emergency. These vehicles will be used to shuttle participants under the

coordination of the camp director, using the guidelines to establish the order of evacuation. (See Order of Evacuation.)

Bus Transportation:

An agreement with a commercial transportation company or school district will be made to supply our organization with emergency transportation. If needed, they can provide necessary transportation to a neutral location.

Order of Evacuation

If the case arises that the entire population will need to be shuttled to an evacuation location, the following will be a guideline as to the order in which the population shall be evacuated:

1. Medically critical with medical support personnel
2. Persons with limited mobility with attendants
3. Persons with special physical and/or developmental needs with attendants
4. Youngest participants
5. Adult participants
6. Non-essential staff
7. CERT

Path of Evacuation

The path of evacuation will be determined by the direction(s) of the impending danger. The most viable path of evacuation would be via the site's main entrance from the highway. From this location, the evacuation can proceed in either direction to a designated safe area.

Communication

In the case of evacuation, communication methods will be essential

- To site: The site has one main phone number to the office 687-3414 and Exec. Dir. home 687-2620
- On site: On site communication is provided by two-way radios. Call Boxes are located around the campus and all members of the CERT have walkie talkies on the same frequency.
- Off site: As part of the evacuation plan, the camp director will be responsible to inform the organization's central office (number) and its officers (numbers) of the situation. The camp director will have cellular phone capabilities to communicate with the organization's office to facilitate contacting the participant's family and responding to their inquiries as well as inquiries from the media.

Out Trips

Prior to any out trips (backpacking, hiking, etc.) the trip leader will provide the camp director with a complete roster of all participants, itinerary including departure and return times, and route to be taken. In the case of all overnight trips, the trip leader will identify all possible evacuation routes from the overnight camp route and location. The camp director will review the evacuation routes prior to the group's departure.

Procedure for all out trips (backpacking, hiking, etc.) requires that a SPOT unit be taken. In the case of evacuation, the camp director or his/her designate would contact the out trip staff member with the evacuation information. The out trip staff member will coordinate with the camp director or his/her designate the safest and best method and path for evacuation.

RISK MANAGEMENT PLANNING

Snakes and Spiders

Condition: Due to the camp's location, environment, and terrain, the interaction with snakes, and spiders is high. The types of snakes and spiders visitors could encounter are Rattlesnakes, Black Widow

Spiders, and Brown Recluse Spiders.

Procedure to reduce/manage risk: Campers and staff will be oriented to behaviors that would reduce the likelihood of encountering a snake or spider: Staying on trails, not reaching or walking where they cannot see (i.e. under porches, etc.), avoid rock and wood piles. Campers and staff are trained in procedures of what should be done if they encounter a snake in camp: Quietly back away from snake's location, keep areas clear of campers. Keep an eye on the snake and send an adult to notify a director or facility staff. Remote program locations are supplied with their own snake lasso. Facility and professional staff are trained in the procedures to trap and relocate or destroy harmful (rattle) snakes.

Wildfire

Condition: The possibility of forest fire is high due to the placement of camp facilities. Lightning strike fires are common during the summer months.

Procedures to reduce/manage risk: Routine fire clearances are conducted under the supervision of Camp staff. Emergency and evacuation procedures are in place (see Procedures) for in-camp and backpack evacuation and professional staff is trained annually.

Flash Flood

Condition: Camp is located in an area prone to Flash Flood.

Procedures to reduce/manage risk: Professional staff is trained annually in emergency and evacuation procedures that include emergency shutdown of locations. (See Procedures)

CAMPER ORIENTATION

1. The buddy system is in place for everywhere a camper goes. If someone needs to go out at night, a buddy is required.
2. Flashlights are required when walking at night.
3. Explain night noises: frogs, insects, dogs, etc.
4. Tell campers where you sleep so they can find you during the night.
5. It is safer, and not as hot, to walk instead of run in camp.
6. Keep sunscreen on (even on cloudy days) and wear a hat. Swimming suits are not appropriate dress except during water games. These suits should be modest and in good taste.
7. Always wear shoes and socks to prevent blisters, sore feet, etc.
8. Raised hands means silence for an announcement. Make sure everyone, including staff, observes this signal.
9. Drink lots of water (8 cups a day). Headaches and stomachaches are the result of too little water.
10. Use water wisely. Brainstorm as a group ways to conserve water at camp.
11. Keep camp beautiful. Put trash in cans, and pick up litter.
12. Gum, candy, and food are to be secured in cabins. It attracts insects and animals.
13. Be aware of poison oak/ivy at camp. Wash thoroughly when contact occurs.
14. Hats are encouraged but should be removed at flag ceremonies, in the dining hall, and during prayer.
15. Medicines are distributed by health-care staff before meals. Indicate which person the campers are to see and the procedures for obtaining meds. Also, explain what to do when campers need an adhesive strip or don't feel well.
16. Outgoing mail is taken to the post office after breakfast. The mailbox is located at the office.
17. Talk over emergency procedures, such as fire and storms. Talk about the signal and the importance of reporting to the counselor right away. Indicate that there could be a fire drill during this camp session.
18. Campers should treat the pond with respect due to slipping and falling in.
19. Keep living areas neat. Belongings should be kept in suitcases. Don't leave personal items in the showers or sink areas.

20. Always stay with the group. Campers must get permission to go with their buddies away from the group. Instruct campers to stay where they are if they get lost, and they'll be found.
21. Make sure that the campers understand your role. You are there for them and will listen to their needs and fears. Make them feel secure (through words and actions) that they are going to have a positive experience at camp.
22. Tell them about times in the day when they get to plan/choose activities. Their ideas are important in deciding what the group should do.

EMERGENCY PROCEDURES

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the campers and staff ALWAYS comes first.

MAJOR INJURIES AND ACCIDENTS

If you are the primary staff member at the scene in camp:

1. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. GET HELP CALL 911 Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
5. Contact the health care supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Notify the camp director or other administrative staff in the camp office. If someone else answers the call, tell them: "This is an emergency, I must talk to the camp director." Do not discuss the situation with them.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers? What could the victim have done to prevent the injury?
8. Once the health care supervisor/camp director arrives at the scene, summarize the situation and answer questions. The health care supervisor or director will take charge.
9. Prepare accident reports within 24 hours.
10. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are out of camp:

1. If the injury is not a life/death situation or is an illness, contact camp first. If the emergency appears to be life/death related, call 911 first (or appropriate EMS number), then notify the camp.
2. Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments "off the record." Do not speculate.
3. Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the camp director.
4. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.
5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.
6. Contact the child's parents only if you have authorization from the camp director or health care supervisor.

If you are a secondary staff member at the scene: Campers' safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic . . . remember, you must set an example for the campers at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparing reports as needed.

FIRE

Fire drills may be held within the first 24 hours. The safety of campers and staff depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well.

Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm.

Signal

Continuous ringing of the bell. When the signal is heard in the unit, blow the emergency whistle to assemble campers. Contact the camp office by intercom, walkie talkie, or runner to let them know you've heard the signal and to receive any instructions.

If the fire is in the unit, designate one staff member to walk the campers away from the fire (upwind or downhill). Another staff member is designated to ring the bell and to notify the camp office. (Use the intercom or send a staff runner.) Other staff members attempt to contain the fire using hoses, rakes, shovels, bucket brigade, and fire extinguisher. Begin fighting the fire at the outside perimeter, not in the middle, since attacking the center tends to spread it more. Use good judgment! Do not risk injury to staff or campers.

When the Alarm Sounds

Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and staff are present. All persons, if possible, should have shoes on their feet, and if at night, flashlights. Proceed quickly and quietly to the designated assembly area in the middle of the sports play field. Walk on the side of the road facing traffic. Leave room for vehicles to pass. Upon arrival, do another head count and report the number of campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

If the fire prevents you from reaching the parking area, use good judgment. Stay put so an administrative staff can reach you OR exit quickly, using the safest route, to the nearest road. Wait at the road for assistance.

If possible, bring the campers' medications and have the Health care person bring a first-aid kit.

Staff without unit responsibility will carry out their assigned tasks.

If it is necessary to immediately evacuate the camp, campers will be divided by units and loaded into all camp vehicles and staff cars and transported to a safety zone. To expedite this process, staff cars must be parked facing out and an ignition and door key turned into the camp office.

ELECTRICAL STORM

Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile.

MISSING PERSON PROCEDURE

On the first day of the session, review with campers "Staying Found" (see Hiking Procedures) and what to do if separated from the group with campers. Upon determination that a camper is missing:

1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Were they depressed or angry, threatening to run away? Did they fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
4. Check any known accomplices. (Friends in other cabins, etc.)
5. Check bathrooms, dining hall, the cabin, and a friend's cabin.
6. Contact the camp director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The camp director will organize an extended search. Depending on weather and daylight conditions a general rule will be that if the camper is not found in 30 minutes, the camper will be presumed lost. The camp director will institute a public search that will include contacting the sheriff department, camp office, and camper's parents.
7. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
8. Complete an incident report and any other reports requested.

INTRUDERS

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Teach the campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, real or imagined, never tell the child that "it really wasn't anything," "there is no need to be afraid," or "it was just your imagination." Frightened children need to be allowed to experience their fear, to know that it is okay to be afraid, and to talk about their experience.

If you are off camp property, keep a staff member with the campers while two other staff members go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the camp director immediately of any intruders. Complete an incident report and any other reports requested.

KIDNAPPING

DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP!

All staff members will refer all visiting persons (stranger or known) to the director. Under NO conditions may a camper be removed from camp without the permission of the camp director.

Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp. We have a form that parents sign on registration day if a camper is to be picked up from camp early or by another person! The director will verify this written instruction if someone comes for a camper.

There are Camp Check-in and Check-out procedures in place. These must be followed.

Should a camper be taken from camp without the expressed and direct approval of the director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the camp director IMMEDIATELY!

UTILITY FAILURE

Water:

Our precious resource! Our camp has a self-contained water system. When it fails, we have serious problems. Because of the limited supply, practice conservation and teach the campers to restrict the amount of water they use, too.

1. Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. The units at the end of the system are typically the first to notice the problem. Immediately notify the camp office if you suspect a problem.
2. Should a major leak/break in the line occur in your area, shut off the water as instructed during pre-camp training. Use the intercom to notify the camp office.

Electrical:

A power loss may occur from sources inside or outside the camp. An electrical fire must be dealt with immediately. Be sure everyone knows that the electrical equipment is dangerous and off limits. Complete a Request for Repair for the maintenance staff if you see something unsafe.

1. Lack of Power: Check the circuit breakers as instructed during pre-camp training. A "tripped" breaker will be positioned midway between on and off, and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to "off" and report the problem along with the breaker number on the Request for Repair form. Note: The intercom call box is battery operated and will work if there is a power failure. Stay put. The administrative staff will come with an appraisal of the situation and instructions.
2. Electrical Fire: Sound alarm and divide duties. Assemble and evacuate all campers, notify camp office while staff fight the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
3. Downed power lines are extremely dangerous. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

EMERGENCY CHECKLIST

(Adjust accordingly, and post by every phone.)

When calling for EMS (911, or other emergency numbers) check the following boxes as information is given:

- Emergency is at (camp address and exact directions) and location in camp
- Telephone number and extension that call is being made from (number)
- Your name
- Name of patient(s)
- What happened (be concise)
- Number of people injured
- Condition of patient(s)
- First aid being given

Wait for the other person to hang up first. After they ask any remaining questions and hang up, you may hang up the phone. Call the camp's central office (number) to report the emergency information to the executive director.

RELEASE OF CAMPERS

Parents have entrusted us with their most precious possession – their children. We must do all we can to provide them the best care while they are our responsibility. Therefore, the following guidelines are intended to avoid any problems on Check-in or Check-out, visiting days, etc.

CHECK-IN PROCESS: All campers must be checked in upon arrival at Sacramento Methodist Assembly. Campers must be checked in by an adult representative and will not be allowed to check themselves in. All necessary registration paperwork and fees must be turned in prior to camp or during check-in if the camper is registering on-site. Check-in time varies for each camp, so please refer to the camper confirmation letter or call SMA for the specific camp check-in time. During check-in, the adult representative will be required to:

- Sign the “Sign-In Roster” located at the Check-In Table
- Receive Check-Out information, including:
 1. Sign-Out and Pick-Up locations for Friday
 2. Review camper’s designated adults for pick-up on Friday
 3. **Notification that the designated adult’s ID is required to pick-up camper.**
- Proceed to the “Drop Off” location as noted at the Check-in Table

CHECK-OUT PROCESS: Each camper must be checked out by an adult designated on the camper’s registration form unless prior arrangements have been approved by the Camp Dean. Campers are not allowed to check themselves out. Check-out time varies for each camp, so please refer to the camper confirmation letter or call SMA for the specific camp check-out time.

During check-out, the **designated adult** representative will be required to:

- Sign the “Sign Out Roster” located at the Check-Out Table
- Receive the Authorized Pick-Up Card
 - *please have valid, government issued photo ID ready***
- Proceed to the “Pick-Up Location” and give the camp representative the card
 - *Camp representative will only release the camper to the adult that turns in the Authorized Pick-Up Card***

If a camper is not picked up within a reasonable amount of time and no prior contact has been made with the Camp Dean regarding late pick-up, the Camp Dean will attempt to contact the camper’s parent/guardian, or person authorized for pick-up on the camper’s registration form. If these attempts are unsuccessful, Sacramento Methodist Assembly reserves the right to contact the New Mexico CYFD for assistance.

In Summary:

1. All campers are to be released only to an authorized person. Parents/guardians must complete and sign a form (see below) authorizing release of the camper to anyone other than the custodial parent or legal guardian. Identification will be required for release of campers to other authorized persons.
2. Authorized persons are to be directed to the camp office to sign their camper out.
3. If a custodial parent requests that a camper not be signed out to a non-custodial parent, such a request must be in writing.
4. When a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the camp director from an authorized person.
5. No camper may leave camp at any time without prior authorization from the custodial parent and the camp director.

No-Shows/Absentees To be sure that campers have not unexpectedly disappeared, the following procedures will be implemented if a camper does not appear at a pick-up point or at camp when expected:

Resident Camp – Campers who are registered for resident camp sessions are expected to arrive within the designated time frames for camps where parents are dropping off. Calls will be made to parents/guardians and/or emergency contacts to determine if/when absent campers will be brought to camp.

SACRAMENTO

A Camp & Conference Ministry of The United Methodist Church



The New Mexico Conference of The United Methodist Church is a Safe Sanctuaries Conference. We commit to the implementation of this program to prevent child/adult abuse in all conference venues. Our church conference is a community of faith *-a safe haven and sanctuary-* where children, youth, and adults can be confirmed and strengthened in the way that leads to life eternal.

"Safe Sanctuaries," a training program for reducing the risk of "child" abuse, (all those age 18 and under and vulnerable adults), is available to all in the New Mexico Annual Conference.

At Sacramento, all camp staff and adult volunteers for our conference camps are required to receive "Safe Sanctuaries" training.

Child abuse prevention and risk reduction policies and procedures are essential, not only for the protection and safety of our children and youth, but for all of our volunteer and employed workers with children, as well.

For more information about "Safe Sanctuaries" please go to **The New Mexico Conference** website

<http://www.nmconfum.com/Conference-Services-Boards/Safe-Sanctuaries/>.

**REPORT FORM FOR SUSPECTED INSTANCES OF
SEXUAL/PHYSICAL ABUSE**

1. Volunteer staff observing/receiving disclosure of sexual abuse:

Date: _____ Time: _____

Place: _____

Brief notes: _____

2. Victim's name: _____

Victim's age/date of birth: _____

Victim's address & phone number:

3. Date and time of initial conversation with victim: _____

Place of initial conversation with victim: _____

Victim's statements: _____

4. Name of accused (paid staff, volunteer, other) of sexual/physical abuse:

Address & phone number of accused (if known)

If accused is staff or volunteer, date/time/place of initial conversation:

Notes of conversation: _____

Suspension date/time: _____

Notes of suspension: _____

1-855-333-SAFE

5. Call Department of Protective and Regulatory Services (CYFD) at 1-800-797-3260:

Spoke to: _____ Date/Time: _____

Notes: _____

6. Call Conference Staff Person Related to Camping:

Spoke to: _____ Date/Time: _____

Notes: _____

7. Call Parent(s)/Guardian(s), as per phone conversation with CYFD:

Spoke to: _____

Relationship: _____

Date/Time: _____

Notes: _____

8. Call Pastor, to provide pastoral care, as per phone conversation with CYFD:

Spoke To: _____ Date/Time: _____

Notes: _____

9. Other Contacts:

Name/Date/Notes: _____

Name/Date/Notes: _____

Name/Date/Notes: _____



SACRAMENTO

A Camp & Conference Ministry of The United Methodist Church

Technology Acceptable Use Policy

Sacramento recognizes the value of electronic services and their potential to support the camping program. Every effort will be made to provide quality experiences to campers and adult volunteers using these information services; however, inappropriate and/or illegal interaction with any information service is strictly prohibited. The use of electronic devices and services, including but not limited to cell phones and internet, must reflect Christian moral and ethical values in accordance with the mission of Sacramento Methodist Assembly, the conference camping program, and The New Mexico Annual Conference of The United Methodist Church.

The following uses of technology are prohibited:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

As a camper or adult volunteer, I am personally responsible for the above provisions at all times when on Sacramento Methodist Assembly property. I will accept personal responsibility for my use of technology and for reporting any misuse of technology to a Sacramento staff member.

Rules of the Grounds

1. Our number one rule is that your event be a wonderful success filled with fun and overflowing with blessings!
2. Groups are asked to keep the grounds and buildings clean while here; and, to leave the facilities as you found them.
3. Do not climb through windows – or attempt to leave buildings other than through the doors.
4. NO alcohol, narcotics, firearms or fireworks are permitted anywhere on the campus.
5. Smoking is NOT permitted in the buildings or the forest area. If one must smoke, please do so on the porches of the buildings where ash receptacles are provided.
6. Campfires may be lit in designated areas (except when prohibited by weather conditions). Please check with the office or the manager on duty before starting a fire anywhere.
7. All fires in fireplaces, stoves, or outdoor fire pits are NEVER to be left unattended. A person from your group needs to be present until the fire is OUT. Please do not stack wood next to the fireplaces or stoves; and, do not leave matches or fire starters unattended.
8. Golf carts, ATVs, UTVs and other vehicles of this type are required to have special use permits. Please come by the office for details.
9. Please leave your vehicles parked while on campus, unless needed to transport someone with physical difficulties.
10. Please do not wade or play in the pond, or throw rocks or other objects into the pond. The ducks are pets – please be kind to them. Fishing is catch and release w/barbless hooks. Bring your own fishing equipment.
11. Rock throwing is not permitted anywhere on camp grounds.
12. Pets are allowed on a limited basis. We have no kennel facilities. Please call if you must bring your pet.
13. We have wonderful neighbors, so we ask that you please stay off of their private property.
14. Please DO report all injuries/illnesses to the main office or the manager on duty. An emergency call box is provided for your use to contact staff members. The boxes are located at Skipper's Hall and Aspen Lodge, Laity Dorm and the Dining Hall.
15. Please take note of all signage and other rules posted throughout the campus. These are for your safety.
16. The challenge course & other related programming options are to be used only with staff supervision. For more information stop by the office.

Rules for acceptance and participation in any program of the United Methodist Church are the same regardless of sex, race, color, national origin, age, ancestry or physical disability.